

Regular Meeting

November 27, 2006
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, November 27, 2006, at 12:48 p.m. with Priscilla Tyson, Grady Pettigrew, and Eileen Paley in attendance.

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RE: Review and approval of the minutes from the October 16, 2006, special meeting.

A motion to approve the minutes was made, seconded, and passed unanimously.

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RE: Review and approval of the minutes from the October 30, 2006, regular meeting.

A motion to approve the minutes was made, seconded, and passed unanimously.

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RE: Review of the results of the pre-hearing conference reviews on the following appeals:

- a) Wesley H. Fullen vs. Department of Public Safety, Division of Fire, Appeal No. 06-CA-0037. Fire Battalion Chief – Discharge – hearing scheduled for January 29, 2007.*
- b) Mary A. Woodson vs. Columbus Public Schools, Appeal No. 06-BA-0018, Bus Driver – Discharge – hearing scheduled for January 17, 2007.*
- c) Gina Willis vs. Columbus Public Schools, Appeal No. 06-BA-0022, Secretary I – Discharge – hearing scheduled for February 12, 2007.*

PRESENT: Theresa Carter, Deputy Executive Director

Wesley H. Fullen – Mr. Fullen appealed his discharge from the position of Battalion Chief, Division of Fire, Department of Public Safety. The Full Commission Hearing is scheduled for Monday, January 29, 2007. Mr. Fullen's attorney, Dennis Thompson, plans to call five witnesses and anticipates his portion of the hearing should take no longer than two hours. The City's attorney, Sherrie Passmore, plans to call three witnesses and anticipates her portion of the hearing will also take two hours.

Mary Woodson – Ms. Woodson appealed her discharge from the position of Bus Driver with the Columbus Public Schools. The Trial Board is scheduled for Wednesday, January 17, 2007. Ms. Woodson will testify on her own behalf and Columbus Public Schools will submit their witness list by December 15, 2006. Both parties agree that the entire hearing should take no longer than one afternoon.

Gina Willis – Ms. Willis appealed her discharge from the position of Secretary with the Columbus Public Schools. The Trial Board is scheduled for Monday, February 12, 2007. Ms. Willis intends to call three witnesses and will testify on her own behalf. Columbus Public Schools will submit their witness list by December 15, 2006. Both parties agree that the entire hearing should take no longer than one afternoon.

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RE: Request of the Civil Service Commission Staff to Amend Rule VI(D)(1) and Rule VI(E)(1), to clarify that applicants must meet job requirements imposed by federal or state law.

PRESENT: Barbara Gates McGrath, Executive Director

Barbara McGrath presented this request to amend Rule VI(D)(1) and VI(E)(1) to clarify that applicants must meet job requirements imposed by federal and state laws. The Commission was recently informed of new federal requirements applicable to employees in the Division of Income Tax; the new regulations require that all employees with access to federal tax information must be citizens of the United States.

For those classes used exclusively in the Income Tax Division, the most appropriate way to enforce this requirement was to update the minimum qualifications on the specification for each applicable job classification – which was done by the Commission at its October meeting. However, the Income Tax Administrator has indicated that other employees in the Income Tax Division also have access to the protected information and as such, are also required to be United States citizens. These employees are in classes such as Office Assistant I, Office Assistant II, Mail Clerk, Student Intern, etc. For these classes, it was not appropriate to impose a citizenship minimum requirement since they are used throughout the City and the requirement would be an artificial barrier to employment in other departments.

Rather than reflect that citizenship is required for certain positions in all the job classes which are used in Income Tax and also other City agencies, the Commission staff requested that Commission Rule VI(D) and (E) be revised to clarify that applicants must meet all requirements imposed by law on any position. Then, when there are openings in the Income Tax Division, the Civil Service Commission will process the certifications with a notice that these positions require U.S. citizenship. In the event any applicants lack the requirement, they can be removed from the certification but retained on the eligibility list for certification to other City agencies.

Based upon the foregoing, it was requested that Rule VI be amended as reflected below to clarify that applicants must meet any federal or state requirements imposed upon a position beyond what is specified in the City's minimum qualifications for the classification in general.

RULE VI

ANNOUNCEMENTS AND APPLICATIONS

D. General Qualifications

1. Applicants must meet the requirements set forth by **any applicable federal or State of Ohio laws**, the Charter, these Rules and the applicable class specification and must file a duly signed application on forms prescribed by the Commission. However, the Executive Secretary has the authority to waive a motor vehicle operator's license requirement in order to accommodate qualified applicants who are disabled.

E. Disqualification of Applicants and Eligibles

1. Applicants may be rejected from consideration or refused admittance to an examination, and eligibles may be disqualified or removed from an eligible or certification list, for, but not limited to, the following causes:

a. Those causes set forth in Rules XIII(A) and XX(A);

b. The individual is found to lack, any of the established minimum requirements for the position, any requirements set forth by **applicable federal or State of Ohio laws**, these Rules or the Charter, any other job-related ability, or has failed to provide a transcript, license, certificate or other required documentation within time limits prescribed by the Commission;

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Review and approval of the 2007 Civil Service Commission Meeting Dates and Full Commission Hearing Schedule.

The following dates for the 2007 Full Commission Meetings and Hearings were submitted for approval.

January 29	July 30
February 26	August 27
March 26	September 24
April 30	October 29
May 21	November 26
June 25	December 17

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of appellant, Margarita M. Reed to withdraw the appeal she filed with the Civil Service Commission on April 26, 2006, regarding her 48-hour suspension from the position of Firefighter, with the Division of Fire, Department of Public Safety - Appeal No. 06-CA-0025.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of appellant, Wesley Meyers to withdraw the appeal he filed with the Civil Service commission on April 7, 2006, regarding his 5-day suspension from the position of Custodian II with the Columbus Public Schools – Appeal No. 05-BA-0015.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of appellant, Juanita Burton to withdraw the appeal she filed with the Civil Service Commission on June 13, 2006, regarding her 10-day suspension from the position of Food Service Worker with the Columbus Public Schools – Appeal No. 06-BA-0019.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Review of the Findings and Recommendation of the Investigative Hearing held on October 11, 2006, regarding an allegation that false information was provided on an application for and during the administration of the Recreation and Parks Maintenance Worker examination – Investigation No. 06-CA-0002.

After reviewing the findings of the Hearing Officer that there was no falsification on the application, the Commissioners adopted the recommendation that Commission staff (1) evaluate its application to determine whether an additional box marked "Seasonal" should be added or, whether additional written instructions are necessary to clarify the distinction between "Seasonal" and "Part-time" work, and (2) review and if necessary modify the T&E evaluation instructions so that it is clearly stated if what the applicants are supposed to do is only indicate tasks they performed a certain percentage of the time.

A motion to approve the recommendations was made, seconded, and passed unanimously.

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on September 20, 2006, Danita Wise vs. Columbus Public Schools - Appeal No. 06-BA-0008.

The Commissioners adopted the recommendation of the trial board to affirm the decision of the Columbus Public Schools to discharge Ms. Wise from her position of Food Service Helper.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on October 4, 2006, Tina Randolph vs. Columbus Public Schools - Appeal No. 06-BA-0010.

The Commissioners adopted the recommendation of the trial board to affirm the decision of the Columbus Public Schools to discharge Ms. Randolph from her position of Food Service Helper.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Columbus Public Schools Classification Actions.

No Columbus Public Schools classification actions were submitted this month.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Development Rehabilitation Technician with no revisions (Class Code 2044).

Request of the Civil Service Commission staff to approve the specification review for the classification Automotive Body Repair Supervisor with no revisions (Class Code 3469).

Request of the Civil Service Commission staff to approve the specification review for the classification Maintenance Painter with no revisions (Class Code 3720).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented three requests to approve the review of various classifications with no revisions as part of the Civil Service Commission's effort to review all classifications every five years. Two classifications were last reviewed in December of 2001 and one was last reviewed in September of 2001.

Based upon feedback from the incumbents and department representatives, it was agreed that no revisions to any of these classifications were required at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to merge the specification for the classification Electricity Consumer Servicer (Class Code 3305) into Water Service Technician I, revise and retitle it to read Utility Service Technician I, amend Rule XI accordingly, and allow all affected position incumbents to retain their current appointment type and classification seniority (Class Code 3260).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request from the Department of Public Utilities as a result of the merger between the Electricity and Water Divisions to create the Power and Water Division. It was requested that one classification be identified to be responsible for servicing both water and electric metering systems. Twenty-four employees will be impacted by this merger.

It was requested that the definition, examples of work, and knowledge skills, and abilities sections be revised to be utility generic. No revisions to the minimum qualifications, the 365-day probationary period, or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to merge the specification for the classification Electric Metering Supervisor II (Class Code 3619) into Water Service Supervisor, revise and retitle it to read Utility Service Supervisor, amend Rule XI accordingly, and allow all affected position incumbents to retain their current appointment type and classification seniority (Class Code 3278).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request from the Department of Public Utilities as a result of the merger between the Electricity and Water Divisions to create the Power and Water Division. It was requested that one classification be identified as responsible for supervising employees servicing both water and electric metering systems. Six employees are involved in this merger.

It was requested that the word utility replace references to water or electricity in the definition. Revisions to the examples of work and knowledge, skills, and abilities were recommended to reflect aspects of the job that are typically associated with a utility service supervisor and to make these sections utility generic. The only revision recommended to the minimum qualifications was to make it generic with respect to the type of utility. No revisions to the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Service Manager, retitle it to read Utility Service Manager and amend Rule XI accordingly (Class Code 3280).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request from the Department of Public Utilities as a result of the merger between the Electricity and Water Divisions to create the Power and Water Division. It was requested that one classification be identified to manage the proposed utility service class series and eliminate any reference to a particular utility or utility process. There are currently two employees in the Water Service Manager classification.

It was requested that the new specification be titled Utility Service Manager. It was requested that the definition, examples of work, knowledge skills, and abilities, and minimum qualifications sections be revised to be utility generic. No revisions to the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to merge the specification for the classification Water Service Technician II (Class Code 3276) into Electric Meter Technician, revise and retitle it to read Utility Service Technician II, amend Rule XI accordingly, and allow all affected position incumbents to retain their current appointment type and classification seniority (Class Code 3626).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request from the Department of Public Utilities as a result of the merger between the Electricity and Water Divisions to create the Power and Water Division. It was requested that one classification be identified to service both electric and water metering systems. A total of sixty-seven employees are involved in this merger.

It was requested that the definition, examples of work, knowledge skills, and abilities, and minimum qualifications sections be revised to be utility generic instead of specifying electricity or water. No revisions to the 365-day probationary period, or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Manager (Class Code 3816).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's efforts to review all classifications every five years. Plant Maintenance Manager was last reviewed in May 2001. There are currently six employees serving in this classification, located in the Division of Power and Water and the Division of Sewerage and Drainage.

Because of the technological advancements that have evolved in plant operations, maintenance and repair of plant equipment is far more technical. It was therefore recommended that the definition be revised to read "responsible for managing, planning, organizing, and coordinating the maintenance and repair of plant mechanical, electrical and instrumentation equipment". Revisions to the examples of work and knowledge, skills, and abilities sections were recommended to highlight the computer component of the job. No revisions to the minimum qualifications, examination type, or probationary period sections of the specification were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Assistant Manager (Class Code 3817).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request from the Department of Public Utilities. Plant Maintenance Assistant Manager was last reviewed in October of 2006. There are currently two employees serving in this classification, located in the Power and Water Division.

Because of the technological advancements that have evolved in plant operations, maintenance and repair of plant equipment is far more technical. It was therefore recommended that the definition be revised to read "responsible for assisting in managing, planning, organizing, and coordinating the maintenance and repair of plant mechanical,

electrical, and instrumentation equipment.” Revisions to the examples of work and knowledge, skills, and abilities sections were recommended to highlight the computer component of the job. No revisions to the minimum qualifications, examination type, or probationary period sections of the specification were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Environmental Programs Specialist (Class Code 0768).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Automotive Parts Keeper (Class Code 1350).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission’s effort to review all classifications every five years. Automotive Parts Keeper was last reviewed in June 2002. There are currently ten employees serving in this classification, located in the Departments of Public Utilities and Public Service.

No revision to the definition was recommended. Only one recommendation was proposed for the examples of work section and that was to add a duty that reflects some of the recordkeeping and reporting features of the job. A few minor revisions were proposed to the knowledge, skills, and abilities, section to include the operation of a forklift and also to increase the amount of weight one must lift to accommodate the heavier automotive parts. No revisions to the minimum qualifications, examination type, or probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Automotive Body Mechanic (Class Code 3468).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission’s effort to review all classifications every five years. Automotive Body Mechanic was last reviewed in December 2001. There are currently six employees serving in this classification, located in the Department of Public Utilities and the Fleet Management Division.

Although the current definition is accurate, it was recommended that it be revised to be more descriptive of the job. Therefore, the revised definition would read, “...responsible for performing skilled body and fender repairs and painting of City-owned vehicles and motorized equipment.” A few significant revisions were recommended to the examples of work to reflect more of the day-to-day functions of the job that have evolved over the years as the automotive industry made technological advancements. There were also a few revisions proposed to the knowledge, skills, and abilities section to account for changes in the automotive industry, as it pertains to tools and techniques used in body repair. No revisions were proposed to the minimum qualifications, examination type, or probationary period.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to abolish the specification for the classification Electricity Consumer Service Supervisor and amend Rule XI accordingly (Class Code 3306).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the Commission's request to abolish the specification for the classification Electricity Consumer Service Supervisor as part of the Commission's efforts to review all classifications every five years. This classification was last reviewed in October of 2001. There are currently no employees serving in this classification.

Based on the fact that the position is vacant, as well as feedback from department representatives, it was recommended that the specification be abolished and Rule XI amended accordingly.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to abolish the specification for the classification Clerk II and amend Rule XI accordingly (Class Code 0431).

Request of the Civil Service Commission staff to abolish the specification for the classification Typist Clerk and amend Rule XI accordingly (Class Code 0464).

Request of the Civil Service Commission staff to abolish the specification for the classification Stenographer and amend Rule XI accordingly (Class Code 0476).

Request of the Civil Service Commission staff to abolish the specification for the classification Legal Secretary II and amend Rule XI accordingly (Class Code 0519)

Request of the Civil Service Commission staff to abolish the specification for the classification Data Processing Operations Assistant and amend Rule XI accordingly (Class Code 0535).

Request of the Civil Service Commission staff to abolish the specification for the classification Clerk Specialist and amend Rule XI accordingly (Class Code 0557).

Request of the Civil Service Commission staff to abolish the specification for the classification Administrative Assistant and amend Rule XI accordingly (Class Code 0774).

Request of the Civil Service Commission staff to abolish the specification for the classification Mail Handler I and amend Rule I accordingly (Class Code 0936).

Request of the Civil Service Commission staff to abolish the specification for the classification Account Clerk and amend Rule XI accordingly (Class Code 1230).

Request of the Civil Service Commission staff to abolish the specification for the classification Payroll Clerk II and amend Rule XI accordingly (Class Code 1291).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to abolish these ten classifications as a result of the completion of the clerical consolidation project. With all the affected positions properly allocated to one of the new consolidated classification, it was recommended that the preceding clerical classes that are now vacant be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Safety Director (U) (Class Code 0072).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Exercise Physiologist (Class Code 1749).

This item was deferred.

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RE: Request of the Civil Service commission staff to revise the specification for the classification Plumbing Inspector I (Class Code 1775).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to comply with the new Residential Code of Ohio. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for Plumbing Inspector I was impacted by the new code requirement.

No revisions to the definition were recommended. There were a few revisions proposed to the examples of work section to be more accurate and representative of the job as it currently exists. It was recommended that the minimum qualifications be revised to require possession of a valid State of Ohio certification as a Plumbing Inspector and Residential Plumbing Inspector. A substitution is included that would allow a letter of interim approval as a Plumbing Inspector from the State of Ohio to substitute for the above referenced certifications. When the letter of interim approval is substituted, a valid State of Ohio certification as a Plumbing Inspector and Residential Plumbing Inspector must be obtained by the end of the probationary period. Possession of a valid motor vehicle operator's license is also required as a minimum qualification. The only proposed revisions to the knowledge, skills, and abilities section was to reference both state and local codes to be enforced. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Plumbing Inspector II (Class Code 1776).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to comply with the new Residential Code of Ohio. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for Plumbing Inspector II was impacted by the new code requirement.

No revisions to the definition were recommended. There were a few revisions proposed to the examples of work section to be more accurate and representative of the job as it currently exists. Revisions to the minimum qualifications would require possession of a valid State of Ohio certification as a Plumbing Inspector and Residential Plumbing Inspector and three years of experience conducting inspections of plumbing installations, construction, maintenance, and repair work for conformance with governing codes. A substitution is included that would allow a letter of interim approval as a Plumbing Inspector from the State of Ohio to substitute for the above referenced certifications. When the letter of interim approval is substituted, a valid State of Ohio certification as a Plumbing Inspector and Residential Plumbing Inspector must be obtained by the end of the probationary period. Possession of a valid motor vehicle operator's license is also required as a minimum qualification. The only revision to the knowledge, skills, and abilities was to reference the Residential Code of Ohio. There were no proposed revisions to the probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Inspector I (Class Code 1768).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to comply with the new Residential Code of Ohio. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for Building Inspector I was impacted by the new code requirement.

No revisions to the definition were recommended. The only revision to the examples of work section was to include a statement that reads, "operates a city vehicle to conduct City business." The proposed minimum qualifications require possession of a valid State of Ohio certification as a Building Inspector and Residential Building Inspector (or Residential Building Official) and three years of related building trades, general construction or building inspection experience with a certified building department. A substitution was included that would allow a letter of interim approval as a Building Inspector from the State of Ohio to substitute for the above referenced certifications. When the letter of interim approval is substituted, a valid State of Ohio certification as a Building Inspector and Residential Building Inspector must be obtained by the end of the probationary period. Possession of a valid motor vehicle operator's license was also required as a minimum qualification. The only proposed revision to the knowledge, skills, and abilities section was to include knowledge of the Residential Code of Ohio and to correctly name the other codes that are enforced by this classification. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Inspector II (Class Code 1769).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Inspection Supervisor, retitle it to read Inspection Supervisor, and amend Rule XI accordingly (Class Code 1770).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to comply with the new Residential Code of Ohio and to retitle the classification to Inspection Supervisor, which is more appropriate given how this classification is used. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings.

The retitling was recommended because the overall purpose of this classification is to supervise certified inspectors in one of the building trades such as building (structural), plumbing, mechanical, or electrical. There is one supervisor assigned to each one of these groups. It was therefore proposed that the title be more general since the class is used to supervise all of the trade inspectors. No revisions to the definition were recommended. The examples of work section was updated to be more accurate and representative of the work as it currently exists. The revisions to the minimum qualifications were recommended to require residential certification in addition to the commercial certification as required by the Residential Code of Ohio. The only revision to the knowledge, skills, and abilities section was to add knowledge of all applicable Codes as they relate to a specialized trade in building construction. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Plan Examiner I, retitle it to read Building Plans Examiner I, and amend Rule XI accordingly (Class Code 1115).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to comply with the new Residential Code of Ohio and to retitle the classification. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for Building Plan Examiner I was impacted by the new code requirement.

No revisions to the definition were proposed. The only proposed revision to the examples of work section was to add that positions may be required to perform construction document adequacy checks. The proposed minimum qualifications would require possession of a valid State of Ohio certification as a Residential Plans Examiner (or Residential Building Official). A substitution is included that would allow a letter of interim approval as a Residential Plans Examiner from the State of Ohio to be substituted for the required certification. When the letter of interim approval is substituted, a valid State of Ohio Certificate as a Residential Plans Examiner must be obtained by the end of the probationary period. Therefore, the proposed minimum qualifications have been developed to allow individuals to be qualified who possess the Residential Building Official certification in place of the other more specific certifications. The only revision to the knowledge, skills, and abilities section was to delete reference to knowledge of materials and methods used in *commercial* buildings. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Plan Examiner II, retitle it to read Building Plans Examiner II, and amend Rule XI accordingly (Class Code 1116).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to comply with the new Residential Code of Ohio and to retitle the classification. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for Building Plan Examiner II was impacted by the new code requirement.

No revisions to the definition or examples of work section were recommended. The proposed minimum qualifications would require possession of a valid State of Ohio certification as a Residential Plans Examiner (or Residential Building Official). A substitution is included that would allow a letter of interim approval as a Residential Plans Examiner from the State of Ohio to be substituted for the required certification. When the letter of interim approval is substituted, a valid State of Ohio certification as a Residential Plans Examiner must be obtained by the end of the probationary period. Therefore, the proposed minimum qualifications have been developed to allow individuals to be qualified who possess the Residential Building Official certification in place of the other more specific certifications. Also, of importance, the certification and responsibility of Plans Examiner is now referred to as the Master Plans Examiner and this is now correctly referenced. The only revision to the knowledge, skills, and abilities was to delete the reference to knowledge of materials and methods used in commercial buildings. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Plans Examination Supervisor, retitle it to read Building Plans Examiner Supervisor, and amend Rule XI accordingly (Class Code 1117).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to comply with the new Residential Code of Ohio and to retitle the classification. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for Building Plan Examination Supervisor was impacted by the new code requirement.

No revisions to the definition were recommended. The only proposed change in the examples of work section was to reflect that the state building code is no longer titled Ohio Basic Building Code; it is now the Ohio Building Code. The proposed minimum qualifications would require possession of a valid State of Ohio Certificate of Competency as a Master Plans Examiner, valid State of Ohio certification as a Residential Plans Examiner (or Residential Building Official), possession of a valid current status card of professional registration as an architect or engineer, and three years of experience reviewing building and other related plans and specifications for compliance with governing codes. Therefore, the proposed minimum qualifications have been developed to allow individuals to be qualified who possess the Residential Building Official certification

in place of the other more specific certifications. Also, of importance, the certification and responsibility of Plans Examiner is now referred to as a Master Plans Examiner and this is now correctly referenced on the specification. The only proposed revisions to the knowledge, skills, and abilities section was to include knowledge of the Residential Code of Ohio and to correctly name the other codes that are enforced as necessary to successful performance on the job. There were no proposed revisions to the probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Assistant Chief Building Official (Class Code 0176).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to comply with the new Residential Code of Ohio and to retitle the classification. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for Assistant Chief Building Official was impacted by the new code requirement.

No revisions to the definition, examples of work, knowledge, skills, and abilities, probationary period or examination type were recommended. The proposed minimum qualifications would require possession of a valid State of Ohio certification as a Building Official and Residential Building Official. A substitution would be permitted that allows a valid interim certification issued by the Ohio Board of Building Standards with full and final certification as Chief Building Official and Chief Residential Official to be obtained by the end of the probationary period. The proposed qualifications are compliant with current code requirements.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Chief Building Official (Class Code 0177).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in order to comply with the new Residential Code of Ohio and to retitle the classification. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for Chief Building Official was impacted by the new code requirement.

No revisions to the definition were recommended. The only proposed revision to the examples of work section was to state that the incumbent of this class serves as the Building Official and Residential Building Official for the City of Columbus. The proposed minimum qualifications would require possession of a valid State of Ohio certification as a Building Official and Residential Building Official and two years of experience in the administration and enforcement of building codes. A substitution would be permitted that allows a valid interim certification issued by the Ohio Board of Building Standards with full and final certification as Chief Building Official and Chief Residential Official to be obtained by the end of the probationary period. The proposed qualifications are compliant with

current code requirements. No revisions to the knowledge, skills, and abilities, probationary period, or examination type were recommended

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Refrigeration and HVAC Inspector I, retitle it to read Mechanical Inspector I, and amend Rule XI accordingly (Class Code 1815).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Refrigeration and HVAC Inspector I to comply with the new Residential Code of Ohio and to retitle it to Mechanical Inspector I, which is more appropriate given the work performed. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for HVAC Inspector I was impacted by the new code requirement.

The definition proposed for Mechanical Inspector I include responsibility for conducting inspections of mechanical systems and equipment. The examples of work section were updated to be more accurate and representative of the work as it currently exists. The proposed minimum qualifications allow individuals to be qualified in accordance with two certification tracks as permitted by code. The first track requires possession of a valid State of Ohio certification as a Mechanical Inspector, Residential Building Inspector (or Residential Building Official), and Fire Protection Inspector. A substitution is included that would allow a letter of interim approval as a Mechanical Inspector from the State of Ohio substituting for the above referenced certifications. The second track requires possession of a valid State of Ohio certification as a Building Inspector and Residential Building Inspector (or Residential Building Official). A substitution is included that would allow a letter of interim approval as a Building Inspector from the State of Ohio substituting for the above referenced certifications. When the letters of interim approval are substituted for either track, a valid State of Ohio certification as a Building Inspector and Residential Building Inspector must be obtained by the end of the probationary period. Both tracks require possession of a valid motor vehicle operator's license. There are no proposed changes to the knowledge, skills, and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Refrigeration and HVAC Inspector II, retitle it to read Mechanical Inspector II, and amend Rule XI accordingly (Class Code 1816).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Refrigeration and HVAC Inspector II to comply with the new Residential Code of Ohio and to retitle it to Mechanical Inspector II, which is more appropriate given the work performed. In 2005, the Ohio Home Builders Association and others interested in code consistency and statewide uniformity worked with members of the Ohio Legislature to enact House Bill 175, the uniform, statewide, residential code bill. This bill was signed into law in late spring 2005, became effective on May 27, 2006, and applies to all Ohio jurisdictions where building code enforcement occurs for detached one, two, and three family dwellings. The specification for HVAC Inspector II was impacted by the new code requirement.

The definition proposed for Mechanical Inspector II indicates responsibility for supervising and participating in the inspections of mechanical systems and equipment. The examples of work section were updated to be more accurate and representative of the work as it currently exists. The proposed minimum qualifications allow individuals to be qualified in accordance with two certification tracks as permitted by code. The first track requires possession of a valid State of Ohio certification as a Mechanical Inspector, Residential Building Inspector (or Residential Building Official), and Fire Protection Inspector and three years of experience conducting inspections of mechanical systems and equipment for conformance with governing codes. The second track requires possession of a valid State of Ohio certification as a Building Inspector and Residential Building Inspector (or Residential Building Official) and three years of experience conducting inspections of mechanical systems and equipment for conformance with governing codes. Both tracks require possession of a valid motor vehicle operator's license. No revisions to the knowledge, skills, and abilities, probationary period or examination type were proposed.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Electricity Customer Services Coordinator, retitle it to read Utility Field Services Coordinator, and amend Rule XI accordingly (Class Code 0863).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Utilities to revise certain customer service classifications as a result of the merge of the Electricity Division and the Water Division. It was requested that Electricity Customer Services Coordinator be retitled to read Utility Field Services Coordinator and the content of the specification be revised to include field services functions such as meter reading, meter repair, and servicing of utility meters.

It was recommended that the definition be revised to indicate the Utility Field Services Coordinator would be responsible for coordinating utility field services operations such as meter reading, meter repair, and servicing of utility meters. The proposed Utility Field Services Coordinator would directly and indirectly supervise technical employees currently classified as Water Service Technician I, Water Service Technician II, Water Service Supervisor, Water Service Manager, Electricity Consumer Service, Electric Metering Technician, Electricity Consumer Service Supervisor, and Electric Metering Supervisor II (all of which are proposed to be more generic as a result of this reorganization). The definition and examples of work sections were revised to remove any reference to customer service and related functions. It was recommended that the minimum qualifications would be similar to what was required previously except that the type of experience must be in the area of utility meter repair or meter servicing work given that that is the nature and substance of this job. The knowledge, skills and abilities section was revised to incorporate more knowledge's pertaining to utility meters and field service operations. Some knowledge statements were deleted that no longer accurately reflect this job. No revisions to the examination type or probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Customer Services Coordinator, retitle it to read Utility Customer Services Coordinator, and amend Rule XI accordingly (Class Code 0865).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Utilities that certain customer service classifications be revised to accommodate the new organizational structure to be implemented as a result of the merge of the Electricity and Water Divisions. It was requested that Water Customer Services Coordinator be retitled to read Utility Customer Services Coordinator and the content of the specification be revised to include customer services functions such as billing, call center, and revenue collection.

By definition, the proposed Utility Customer Services Coordinator would be responsible for coordinating customer service activities including billing, customer service, mail room, and revenue collection. The proposed Utility Customer Services Coordinator will directly and indirectly supervise employees currently classified as Customer Service Representative I, Customer Service Representative II, Customer Service Supervisor, Customer Service Manager, Water Customer Service Assistant Coordinator, Cashier I, Cashier II, and others. The definition, examples of work, and knowledge, skills, and abilities sections were revised to remove any reference to meter or field service functions. No revisions to the minimum qualifications, examination type or probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission to revise the specification for the classification Cashier I (Class Code 1295).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Cashier I was last reviewed in December 2003. There are currently nineteen employees serving in this classification, located within the City Treasurer's Office, Columbus Public Health, and Department of Public Utilities.

No revision to the definition was recommended. It was recommended that the examples of work section be revised to include two additional duties typically performed by a Cashier I; posts payments to information system from insurance third party payers and may prepare daily deposit. The proposed minimum qualifications were revised to include cash handling experience in addition to general office experience. From previous filing periods, it was learned that some applicants were rejected that had cash handling experience in retail stores that were not physically located in an office. It was therefore recommended that these qualifications be expanded to include cash handling experience. No revisions to the knowledge, skills, and abilities, probationary period, or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission to revise the specification for the classification Cashier II (Class Code 1296).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Cashier II was last reviewed in July of 2001. There are currently seven employees serving in this classification, located within the Office of the City Treasurer and the Department of Public Utilities.

Based upon information received via questionnaire and supervisory review, it was decided that the current specification adequately describes the work as it currently exists and only a minor revision to the specification was proposed to correct a typographical error in the examples of work section; the word, assign, was changed to assigned.

There are no other revisions proposed to the specification. It is, therefore, recommended that the classification Cashier II be approved as proposed.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to create the specification for the classification Public Health Program Manager I (RN), assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly (Class Code 1731).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Columbus Public Health Department after the completion of a survey of compensation practices for healthcare organizations by consultant, Watson Wyatt Worldwide. Their study revealed that program manager positions requiring an RN license are compensated differently in the market. The proposed class series would require three levels to be created in order to account for the program responsibilities currently in place.

The Public Health Program Manager I (RN) would be responsible for the management of a small health care program in the Columbus Public Health Department. The examples of work statements were written to be indicative of those responsibilities. It was recommended that a guideline for class use be included to provide more detail and clarification on how this classification should function and also how it is different from other classes in the same class series. The proposed minimum qualifications would require possession of a valid State of Ohio license as a registered nurse or a valid Temporary Permit to practice nursing issued by the Ohio Board of Nursing and two years of experience conducting or coordinating public health services or educational programming. A substitution was proposed that would allow a master's degree to substitute for one year of the required experience. The proposed knowledge, skills, and abilities were developed to support the examples of work and minimum qualifications. It was recommended that the examination type be designated noncompetitive and that the probationary period be assigned 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to create the specification for the classification Public Health Program Manager II (RN), assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly (Class Code 1732).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Columbus Public Health Department after the completion of a survey of compensation practices for healthcare organizations by consultant, Watson Wyatt Worldwide. Their study revealed that program manager positions requiring an RN license are compensated differently in the market. The proposed class series would require three levels to be created in order to account for the program responsibilities currently in place.

By definition the proposed Public Health Program Manager II (RN) would be responsible for the management of one or more, small to medium size health care programs, and for the supervision of nursing staff in the Columbus Public Health Department. The examples of work statements were written to be indicative of those responsibilities. It was recommended that a guideline for class use be included to provide more detail and clarification in how this classification should function and also how it is different from other classes in the same class series. The proposed minimum qualifications would require possession of a valid State of Ohio license as a registered

nurse or a valid Temporary Permit to practice nursing issued by the Ohio Board of Nursing and three years of conducting or managing public health services or educational programming. A substitution was proposed that would allow a masters degree to substitute for one year of the required experience. The proposed knowledge, skills, and abilities were developed to support the examples of work and minimum qualifications. It was recommended that the examination type be designated as noncompetitive and that the probationary period be assigned 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to create the specification for the classification Public Health Program Manager III (RN), assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly (Class Code 1733).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Columbus Public Health Department after the completion of a survey of compensation practices for healthcare organizations by consultant, Watson Wyatt Worldwide. Their study revealed that program manager positions requiring an RN license are compensated differently in the market. The proposed class series would require three levels to be created in order to account for the program responsibilities currently in place.

By definition, the proposed Public Health Program Manager III (RN) would be responsible for the direction of administrative and technical activities of major health care related programs in the Columbus Public Health Department. The examples of work statements were written to be indicative of those duties. A guideline for class use was proposed to provide more detail and clarification on how this classification should function and also how it is different from other classes in the same class series. The proposed minimum qualifications would require possession of a valid State of Ohio license as a registered nurse or a valid Temporary Permit to practice nursing issued by the Ohio Board of Nursing and four years of experience conducting or managing public health services or programming, one year of which must have been supervisory. A substitution was proposed that would allow a master's degree to substitute for one year of the required experience. The proposed knowledge, skills, and abilities were developed to support the examples of work and minimum qualifications. It was recommended that the examination type be designated as noncompetitive and that the probationary period be assigned 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Personnel Actions.

No personnel actions were submitted this month.

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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RE: Administrative/Jurisdictional Reviews.

Review of the appeal of Mark Hollinger regarding a denied request for review – Appeal No. 06-CA-0036.

This item was deferred pending additional information requested by the Commissioners.

Review of the appeal of Ronnie Willis regarding a denied request for review – Appeal No. 06-CA-0038.

The Commissioners reviewed the appeal Mr. Willis filed on October 3, 2006, regarding the disqualification of his application for the Plant Maintenance Assistant Manager examination. The minimum qualifications for this position require two years experience supervising employees engaged in the maintenance and repair of heavy plant equipment. None of the experience Mr. Willis listed on his application involved a plant setting or the supervision of anyone responsible for the repair of heavy plant equipment.

The Commissioners decided Mr. Willis' application was properly rejected and dismissed his appeal.

Review of the appeal of Heath Younkin regarding a denied request for review – Appeal No. 06-BA-0039.

The Commissioners reviewed the appeal Mr. Younkin filed on October 6, 2006, due to his belief the Stairmaster portion of the firefighter physical capability test is unfair based on the fact that the standards are the same for all candidates. Because of his size and weight Mr. Younkin felt the standards put him at a disadvantage compared to smaller and lighter candidates.

The standards for the physical capability test were developed by professional consultants, some of whom were exercise physiologists. The duties performed by a firefighter are the same regardless of the physical characteristics of each firefighter. As such, the physical capability test was standardized and assessed the physical skills and capability of each candidate, not relative to the size and weight of each candidate but on the ability of each candidate to perform the essential tasks or exhibit the essential skills necessary to perform the duties of a firefighter.

The Commissioners decided these standards were appropriate and dismissed Mr. Younkin's appeal.

Review of the appeal of Jeff Lloyd regarding a denied request for review – Appeal No. 06-CA-0040.

The Commissioners reviewed the appeal Mr. Lloyd filed on October 12, 2006, regarding the rejection of his application for the Plant Maintenance Assistant Manager examination. The minimum qualifications for this classification were reviewed by Commission staff and the Commission approved revisions at its October 30, 2006, meeting. Mr. Lloyd was sent a special notice that his application would be considered for approval to take the exam when applications were accepted November 6 through November 13, 2006. Because the Commission took this corrective action, the situation he was appealing had already been resolved. The Commissioners therefore, dismissed Mr. Lloyd's appeal.

Review of the appeal of Ronnie Willis regarding an allegation that he was forced to resign from the position of Building Maintenance Supervisor II in November 1999 – Appeal No. 06-CA-0041.

The Commissioners reviewed the appeal Mr. Willis filed on October 11, 2006, regarding his allegation that he was forced to resign from the position of Building Maintenance Supervisor II. Mr. Willis was terminated on November 13, 1999. Even if he had a right to appeal to the Civil Service Commission (which both AFSCME and CMAGE waived several years ago as a part of the collective bargaining process) the appeal would have to have been filed within ten days of the termination or by November 23, 1999. The Commission has no jurisdiction over an appeal based on a termination that occurred over seven years ago. The Commissioners therefore dismissed Mr. Willis' appeal.

*Police Officer Applicants
Removed During the Prescreening Process*

<u>Name of Applicant</u>
Shawn Brining
Terence Burton
Arthur Chan
Denise Graham
Benee Langford
Colin Marquard
Gary McClean
Travis Pendergast
Justin Porter
Paul Simpson
Jamie Walker
Twanna Walker
Edward Wilson

The Commissioners reviewed the files of thirteen police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing the files of Shawn Brining, Arthur Chan, Travis Pendergast, Justin Porter, Jamie Walker, and Twanna Walker, the Commissioners decided their applications would be accepted and they would be permitted to take the police officer examination.

After reviewing the files of Terence Burton, Denise Graham, Benee Langford, Colin Marquard, Gary McClean, Paul Simpson, and Edward Wilson, the Commissioners decided their applications would not be accepted and they would not be permitted to take the police officer examination.

Applicants Removed Post-Exam		
<u>Name of Applicant</u>	<u>Position applied for</u>	<u>BAR #</u>
Dennis George	Police Officer	06-BR-092
Justin Sciplin	Police Officer	06-BR-100
Candice Moore	Police Officer	06-BR-101
Ross Nagy	Police Officer	06-BR-102
James Baker	Police Officer	06-BR-103
Phillip Stacy	Police Officer	06-BR-104
Victoria Mitchell	Police Officer	06-BR-105
Michelle Serio	Police Communications Technician	06-BR-106
Nicholas Leach	Police Officer	06-BR-107
Todd Broecker	Police Officer	06-BR-108
Brian Mannino	Police Officer	06-BR-109
Bryan Turner	Police Communications Technician	06-BR-110

After reviewing the files of Dennis George, Justin Sciplin, Candice Moore, Ross Nagy, James Baker, Phillip Stacy, Victoria Mitchell, Nicholas Leach, Todd Broecker, and Brian Mannino, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing the files of Michelle Serio and Bryan Turner, the Commissioners decided their names would not be reinstated to the police communications technician eligible list.

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The meeting was adjourned at 1:33 p.m.

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Priscilla R. Tyson, Commission President	December 18, 2006 Date